



**THIS IS A SAMPLE FORM. ORIGINAL DOCUMENT MUST BE OBTAINED
AT THE BUILDING DEPARTMENT AND COMPLETED IN ITS ENTIRETY
PRIOR TO BEING ACCEPTED BY THE BUILDING DEPARTMENT.**

**TOWN OF NORTH ANDOVER
APPLICATION FOR PLAN EXAMINATION**

Permit NO: _____

Date Received: _____

Date Issued: _____

IMPORTANT: Applicant must complete all items on this page

LOCATION _____

Print

PROPERTY OWNER _____

Print

MAP NO.: _____ PARCEL: _____ ZONING DISTRICT: _____

TYPE AND USE OF BUILDING

HISTORIC DISTRICT YES ☐

TYPE OF IMPROVEMENT	PROPOSED USE	
	Residential	Non- Residential
<input type="checkbox"/> New Building	<input type="checkbox"/> One family	<input type="checkbox"/> Industrial
<input type="checkbox"/> Addition	<input type="checkbox"/> Two or more family	
<input type="checkbox"/> Alteration	No. of units: _____	
<input type="checkbox"/> Repair, replacement	<input type="checkbox"/> Assessory Bldg _____	<input type="checkbox"/> Commercial
<input type="checkbox"/> Demolition		
<input type="checkbox"/> Moving (relocation)	<input type="checkbox"/> Other _____	<input type="checkbox"/> Others: _____
<input type="checkbox"/> Foundation only		

DESCRIPTION OF WORK TO BE PREFORMED _____

Identification Please Type or Print Clearly)

OWNER: Name: _____ Phone: _____

Signature

Address: _____

CONTRACTOR Name: _____ Phone: _____

Address: _____

Supervisor's Construction License: _____ Exp. Date: _____

Home Improvement License: _____ Exp. Date: _____

ARCHITECT/ENGINEER Name: Phone: _____

Address: _____ Reg. No. _____

FEE SCHEDULE: BULDING PERMIT: \$12.00 PER \$1000.00 OF THE TOTAL ESTIMATED COST BASED ON \$125.00 PER S.F.

Total Project Cost :\$ _____ x12.00=FEE:\$ _____

Check No.: _____ Receipt No.: _____

TYPE OF SEWARGE DISPOSAL Public Sewer <input type="checkbox"/> Well <input type="checkbox"/> Private (septic tank, etc.) <input type="checkbox"/>	Tanning/Massage/Body Art <input type="checkbox"/> Tobacco Sales <input type="checkbox"/> Permanent Dumpster on Site <input type="checkbox"/>	Swimming Pools <input type="checkbox"/> Food Packaging/Sales <input type="checkbox"/>
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NOTE: *Persons contracting with unregistered contractors do not have access to the guaranty fund*

Signature of Agent/Owner _____ Signature of Contractor _____

Plans Submitted ☐ Plans Waived ☐ Certified Plot Plan ☐ Stamped Plan ☐

**THE FOLLOWING SECTIONS FOR OFFICE USE ONLY
INTERDEPARTMENTAL SIGN OFF - U FORM**

PLANNING & DEVELOPMENT

DATE REJECTED _____ DATE APPROVED _____

☐ _____

☐ Water Shortage Special Permit

☐ Erosion Control Special Permit

☐ Other _____

COMMENTS _____

CONSERVATION

DATE REJECTED _____ DATE APPROVED _____

☐ _____ ☐ _____

COMMENTS _____

HEALTH

DATE REJECTED _____ DATE APPROVED _____

☐ _____ ☐ _____

COMMENTS _____

Zoning Board of Appeals: Variance, Petition No: _____

Zoning Decision/receipt submitted yes _____

Planning Board Decision: _____ Comments _____

Conservation Decision: _____ Comments _____

Water & Sewer connection signature & date _____

Temp Dumpster on site yes ___ no ___ Fire Department signature/date _____

Building Permit Approved and Issued by: _____

Building Department

The following is a list of the required forms to be filled out for the appropriate permit to be obtained.

Roofing, Siding, Interior Rehabilitation Permits

- ☐ Building Permit Application
- ☐ Debris Removal Form
- ☐ Workers Comp Affidavit
- ☐ Photo Copy Of H.I.C. And/Or C.S.L. Licenses
- ☐ Copy of Contract
- ☐ Floor Plan Or Proposed Interior Work

Addition Or Decks

- ☐ Building Permit Application
- ☐ Surveyed Plot Plan
- ☐ Debris Removal Form
- ☐ Workers Comp Affidavit
- ☐ Photo Copy of H.I.C. And C.S.L. Licenses
- ☐ Copy Of Contract
- ☐ Floor/Crossection/Elevation Plan of proposed work With Sprinkler Plan and Hydraulic Calculations (If Applicable)
- ☐ Mass check Energy Compliance Report (If Applicable)

New Construction Single and Two Family

- ☐ Building Permit Application
- ☐ Certified Proposed Floor Plan
- ☐ Photo of H.I.C. And C.S.L. Licenses
- ☐ Workers Comp Affidavit
- ☐ Two sets of Building Plans (One To Be Returned) to Include Sprinkler Plan And Hydraulic Calculations (If Applicable)
- ☐ Copy of Contract
- ☐ Mass check Energy Compliance Report

In all cases if a variance or special permit was required the Town Clerks office must stamp the decision from the Board of Appeals that the appeal period is over. The applicant must then get this recorded at the Registry of Deeds. One copy and proof of recording must be submitted with the building application